



4 FOOD PACKAGE/DRAFT ISSUANCE
4.34 Special Considerations for Draft Issuance

Effective: 3/1/98
Revised: 3/1/01

POLICY: Per Federal Regulations and State policies and guidance, the following program conditions and participant circumstances apply.

PROCEDURE:

A. A PARTICIPANT BECOMES INELIGIBLE

A participant becomes ineligible shortly after receiving food packages (over income, a woman stops breastfeeding an infant older than 6 months, moves, abuse, voluntary withdrawal, etc.)

1. Participants should be informed at certification to notify the project of changes in income or household size, miscarriage or termination of pregnancy, no longer breastfeeding, and/or participant no longer residing in the household (e.g., foster care placement).
2. Retrieve the unused drafts in accordance with the notification requirements. If she quits breastfeeding, issue a half package.
3. Terminate according to the notification requirements. See Policy 2.11.

B. IN-STATE TRANSFERS

(Wisconsin WIC drafts are valid in all parts of the State)

1. Participation will be counted in the project that issued the packages.
2. Do not void drafts issued by another project to reissue drafts. Voiding drafts results in unnecessary dual participation reporting because of the delay in voiding the unspent drafts and it takes a participation count from the project which conducted the certification and issued the drafts.
3. The project receiving the transfer will issue drafts at the next assigned pick-up date for the participant.
4. If the transfer is from a FMNP project and has transferred to a different FMNP project, the new project should look at the ID folder for the FMNP stamp that confirms the family has received the FMNP package (the FMNP stamp is an ink stamp in an apple shape). A new FMNP package should NOT be issued if the family has received the FMNP package. When in doubt, call the former project. Any FMNP drafts from the old project may be used in the new area at FMNP authorized farmers' markets.



5. Offer a secondary nutrition education to the transferring participant.

C. WITHHOLDING DRAFTS

1. Drafts must not be significantly delayed or denied from participants who arrive during the scheduled draft pick-up time. Examples of withholding drafts: intentionally not issuing drafts in a timely manner, ignoring to serve a participant, informing the participant to return on another draft issuance date to attend a secondary nutrition education contact because of refusal to participate in the scheduled contact.
2. Policies should be written and communicated to participants for situations when delays in draft issuance are allowable, such as issuing drafts at the end of the group session rather than during or before. Policies should be followed consistently for all participants.
3. For coordination purposes, the participant must be given an option to be switched from multi-month issuance to monthly issuance or have additional sets of drafts held at the project until the participant returns for an appointment (e.g., Prenatal Care Coordination, immunization, or secondary nutrition education contact). Monthly issuance may enhance coordination.

D. TRANSFERRING A CHILD FROM PARENT TO FOSTER PARENT

The parent has several months worth of drafts and the child has been placed into foster care. The foster parent requests WIC drafts.

1. Verify placement of the child in foster care.
2. Communicate closely with the former project if this entails a transfer. Obtain a copy of the certification form and verify draft issuance.
3. Sometimes the foster parent is given the ID folder and drafts. If not, request the caseworker to assist with obtaining the old ID folder, the drafts, formula supply, or at least the name of the project where the child was participating. The old ID folder or former project will provide the participant number to obtain needed information.
4. Before enrolling the child(ren) without an ID Folder, contact the ADP Contractor to obtain the date of birth and verify that the foster child is in a valid certification period. Obtain the records from the previous project and complete the transfer.
5. If the ID folder and drafts are outstanding, change the ID number rather than assign a new ID number to the foster child. Change the guardian/proxy names on



DAISy and the ID folder. Issue additional drafts and an ID folder to the foster parent. See the System Manual.

E. FOSTER PARENTS

Project staff should use discretion when assigning the draft interval for participants in the care of foster parents. Consider the type of placement, the ability of the foster parents to absorb WIC information and keep all the various appointments that the child needs, and the need for nutrition counseling.

When issuing FMNP drafts to participants in care of foster parents, use discretion as to how many drafts are issued to one household. If the foster children are assigned an individual family ID number, it is possible that a household could receive multi-number of FMNP food packages. Consider the variety and types of produce available at the time of issuance and determine whether all the packages could be redeemed.

The types of foster care are:

1. Temporary: new foster parents are designated as "receiving homes" where the child is placed until transferred to another home. The time frame may be a few days to one month.
2. Regular: the plan is for the child to remain in foster care for longer than one month.

F. JOINT CUSTODY

One parent has applied for WIC benefits and is active with the program. After a separation or legal divorce, the "other" parent is interested in also receiving WIC benefits. The parents need to negotiate between themselves for the sharing of the drafts and food benefits for the child.

1. Issue only one ID folder per family and this is to the parent (or assigned proxy) who brings the child in for the certification appointment. In extreme cases, a second ID folder may be issued. Use discretion and do this infrequently. Refer to Policy 4.50 Identification Folder for more information.
2. Parents may serve as proxies for the child, shop for the foods, attend certification and secondary nutrition education appointments, and serve the foods to the child. The Rights and Responsibilities (DPH 4161 and 4161S) states that the foods should go with the participant.
3. Food benefit options:
 - a) One parent may purchase the WIC foods and share the purchased foods with the "other" parent however s/he decides.



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- b) The "other" parent may use the same ID folder as the parent who brought the child for certification, redeem some of the drafts and provide the food benefits to the child.